FORM 94.
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ONTARIO

DEPARTMENT OF EDUCATION

Mrs H R Beattie is sending to Elem Supp. for Elem Sc. We are sending the balance about Sept 1

Memorandum

SCHOOL YEAR AND HOLIDAYS

1955 - 1956

PROVISIONS OF THE SCHOOLS ADMINISTRATION ACT, 1954

SCHOOL TERMS

The school year for elementary and secondary schools consists of two terms.

The first term begins on the day next following Labour Day and ends on the 22nd day of December, but when the 22nd day of December is a Monday, the first term ends on the 19th day of December.

The second term begins on the 3rd day of January and ends on the 29th day of June, but when the 3rd day of January is a Friday, the second term begins on the 6th day of January, and when the 29th day of June is a Monday, the second term ends on the 26th day of June.

FIRST TERM begins September 6, 1955, and ends December 22, 1955.

SECOND TERM begins January 3, 1956, and ends June 29, 1956.

HOLIDAYS

The following are the school holidays during the school year, 1955-56:

(1) Every Saturday and Sunday.
(2) Thanksgiving Day — October 10.
(3) Remembrance Day — November 11.
(4) December 23-31 (inclusive) — part of Christmas vacation.
(5) The first two days of January — part of Christmas vacation.
(6) Easter holidays — (March 30 - April 8 inclusive).
(7) Victoria Day — May 21, 1956.
(8) The birthday or the day fixed by proclamation for the celebration of the birthday of the reigning Sovereign.

NUMBER OF TEACHING DAYS

September, 1955	19	January, 1956	21
October, 1955	20	February, 1956	21
November, 1955	21	March, 1956	21
December, 1955	16	April, 1956	16
	—	May, 1956	22
	76	June, 1956	21
			—
			122

NOTE: For the above table it has been assumed that the day appointed for the celebration of the Queen's Birthday will be May 21 (Victoria Day).

Number of teaching days for the school year 1955-56	198
Number of teaching days for the calendar year 1955	197

C. F. CANNON,
Deputy Minister.

Toronto, August 1, 1955.

(See also Notice to Principals on the other side of this sheet.)

ONTARIO

DEPARTMENT OF EDUCATION

NOTICE TO PRINCIPALS

In order that Boards may be enabled to earn their full grants, teachers are asked to comply with the following instructions.

Number of Legal School Days

The number of legal school days as given in this memorandum (see opposite side of page) shall be reduced only when (a) the school or classroom is closed under the provisions of The Public Health Act, (b) the school is closed on a day legally proclaimed a municipal holiday, and (c) the school is closed for a half-day, day, or days because the teacher is attending a legally convened teachers' meeting.

Absence of Pupils

(1) By authority of The Department of Education Act, 1954, section 5, the Minister may add to the actual aggregate attendance of a school in calculating legislative grants the number of days' attendance lost by pupils,

(a) who left school to enlist in Her Majesty's Forces or to become employed in the production of food or other essential war materials; and whose absence from school was in accordance with the regulations, (there are no applicable regulations at the present time); or

(b) who were absent from school on days regarded as holy days by the church or religious denomination to which they belong, (the principal is responsible for ensuring that absence is for this reason); or

(c) who were absent from school because of the closing of one or more classrooms because of fire, flood or the breakdown of the school heating plant or a similar emergency which, in the opinion of the Minister, was unavoidable, (application must be made to the Department in each case; elementary school principals apply through the Inspector; secondary school principals apply to the Superintendent of Secondary Education); or

(d) who were absent from school in the month of June when their regular classroom work was discontinued because of the holding of examinations which they were not required to write, (applicable to secondary schools only).

If a pupil's absence is acceptable for additional days for grant purposes, the teacher shall write "G" opposite the name of each pupil concerned for that day or half-day.

(2) In all other cases of pupil-absences from school the teacher shall write opposite the name of each pupil the letter "A" for that day or half-day.

Summary of Attendance

If, in a month of 21 teaching days a pupil was present 15 days, absent 2 days because of a cold, 3 days because of quarantine, and 1 day because of a holy day,

the total number of days present is	15,
the total number of days absent is	5, and
the additional number of days for grant purposes is	1.
Total	21

NOTE:—

(1) The additional number of days for grant purposes is not to be used in calculating percentage attendance.

(2) Average daily attendance is the quotient obtained by dividing the sum of the total number of days present and additional number of days for grant purposes by the number of legal school days.

(3) A separate memorandum regarding closing of secondary schools for final examinations in June will be sent to the principals concerned early in 1956.

(4) The following definitions apply to school enrolment:

(a) Admission refers to a pupil whose name is entered for the first time on the roll of a school or whose name is re-entered on the roll after having been removed from the roll by reason of transfer or retirement.

(b) Transfer refers to a pupil who withdraws from a public, separate, or secondary school in Ontario and is enrolled in any one of the following types of Ontario Schools — public, separate, or secondary.

(c) Retirement refers to a pupil who withdraws from a public, separate, or secondary school in Ontario and is not enrolled in any one of the following types of Ontario Schools — public, separate, or secondary.

Toronto, August 1, 1955

C. F. CANNON,
Deputy Minister.